

VACANCY ANNOUNCEMENT

U.S. EMBASSY, STOCKHOLM

Date	Subject:	No
	Vacancy Announcement – Maintenance Mechanic	

POSITION: Maintenance Mechanic FSN-5; FP-9*

OPENING DATE: January 23, 2015

CLOSING DATE: February 6, 2015

WORK HOURS: Full time; 40 hours/week

SALARY: Ordinarily Resident (OR): SEK 317,003 up p.a. (Starting salary)
(Position Grade: FSN-5).

STARTING DATE: As soon as possible

LENGTH OF HIRE: Permanent positions with 6 months probations period

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Stockholm is seeking an individual for the position of Maintenance Mechanic in the Facility Management Section.

BASIC FUNCTION:

The incumbent performs maintenance and repair to the buildings and residences structural systems. The incumbent will perform minor maintenance and repair of chancery and residential electrical systems. The incumbent will also be expected to perform maintenance and repair of the chancery and residential plumbing systems. The position performs minor electrical repair of electrical systems that do not require a Swedish electrical license. The position also performs basic ventilation and air conditioning HVAC testing and installation. To include: troubleshooting, checking of pressure, filling units with appropriate gas, installing basic split-pack systems, soldering and brazing. The incumbent will also be expected to perform maintenance and repair of chancery and residential plumbing systems. The position requires that the incumbent must be able to drive official vehicles from site to site in support of this work.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact HR at 08 783 55 44.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education:

Completion of Vocational school, university program or apprenticeship recognized as producing journey-level skills in one of the following: Electrical/Electrician, HVAC Mechanic.

Prior work experience:

Three years experience at journey level in one or multiple fields as stated above.

Post Entry Training:

Maintenance Safety Training

Hazardous Materials Training

Language proficiency:

Level 2 (Limited Knowledge) Speaking/Reading /Writing English is required.

Level 2 (Limited Knowledge) Speaking/Reading /Writing Swedish is required.

Skills and Abilities:

Incumbent must be able to use all tools of each trade proficiently. Must have local driver's license to be able to drive official vehicles.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a limited security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application and a current resume or curriculum vitae **in English**
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
E-mail: hrstockholm@state.gov

POINT OF CONTACT

Human Resources Office
Telephone: 08 783 55 44

CLOSING DATE FOR THIS POSITION: February 6, 2015

The U.S. Mission in Stockholm provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: MNorén
Cleared: LWillis
Cleared: RBarkenhagen